



STATE OF MICHIGAN
**Department of
Human
Services**

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To: All DHS Staff
From: Susan Kangas
Chief Financial Officer
Subject: Hotel Reservations for State Travel

Date: May 18, 2012

DHS employees may make their own hotel reservations for travel provided the room rate is the state rate, which is currently \$65 per night plus tax. Many hotels will state they have a government rate, however if it is more than the state rate, Conlin Travel (phone number 800-426-6546 or www.conlintravel.com) must make the reservation in order for the employee to be reimbursed for the higher room rate. If reservations for room rates in excess of the state rate are not made through Conlin Travel, reimbursement will be limited to the state rate. The Department of Technology, Management and Budget is not approving any exceptions to this process after travel is complete.

Also, DHS has direct billing set up for certain hotels for specific training and conferences. However, direct billing of room charges should not be agreed to unless there is documentation related to the training or conference specifying that the rooms were set up for direct billing. If unauthorized direct billing occurs, the employee will be required to pay the hotel bill immediately upon their return for all charges billed to the Department and then follow the process for reimbursement on MI Time & Expense (MITES).

Thank you.